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*Integrated Financial Management Program*

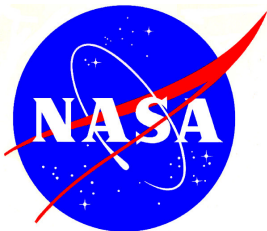
*Core Financial*

*Course Name: Budget Execution*

*Module 2: Budget Funds*

*Management*

*Course Guide*



## **Introduction**

This course guide serves as the foundation for delivering training.

### ***Course Structure***

This course covers the basic SAP functionality that is needed to perform specific activities. Information beyond the scope of this class may be obtained from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

### ***Trainer Role***

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

### ***End-user Role***

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

### ***Module Significance***

SAP provides an automated means to record and maintain the Appropriation, Apportionments, Allotments, and Budget Authority (Direct and Reimbursable) for the various levels of Agency Management. The material presented in this course represents essential NASA processes relating to funds distribution.

After completing this course, end-users will have the knowledge, skills, and ability necessary to record and maintain budgetary resources within SAP.

### ***Module Structure***

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

#### ***Content***

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

#### ***Content Review***

The trainer reviews key topic information at the conclusion of each topic.

#### ***Scenario***

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: The Rescission to Agency Allotment has been completed at a lower level. Record the Rescission to Agency Allotment in SAP. Once the transaction is complete, display and verify the amounts and account assignments for accuracy.

***Demonstration***

Trainer shows end-users how to perform the business activity in SAP.

***Exercise***

End-users practice the activity in the SAP training database.

**Agenda**

Introduction and Background Knowledge – 0:15 hr

Topic 1: Overview of Funds Control Ground Rules and Policies – 0:30 hr

Topic 2: System Functionality and Processes – 2:00 hrs

Topic 3: Agency Level Funds Management – 1:00 hrs

- Activity 1: Display Sending Fund Center/Direct Fund Authority Balance
- Activity 2: Record Agency Appropriation
- Activity 3: Record Agency Apportionment
- Activity 4: Record Direct Allotment
- Activity 5: Record Direct Program/Non-Programmatic Authority
- Activity 6: Display Direct Allotment Agency Available Budget
- Activity 7: Record Rescission to Agency Allotment
- Activity 8: Record Rescission to Agency Apportionment
- Activity 9: Record Rescission to Agency Appropriation
- Activity 10: Record Supplement to Agency Appropriation
- Activity 11: Record Supplement to Agency Apportionment
- Activity 12: Record Supplement to Agency Allotment
- Activity 13: Display Sending Fund Center/Fund Non-Appropriated Authority Balance
- Activity 14: Record Non-Appropriated Authority
- Activity 15: Record Non-Appropriated Authority

Topic 4: Enterprise Level Funds Management – 0:15 hrs

- Activity 1: Record Direct Center Authority
- Activity 2: Compare Receiving Fund Center Authority and Current Direct Operating Plan
- Activity 3: Record Non-Appropriated Authority

Topic 5: Center Level Funds Management – 1:45 hrs

- Activity 1: Record Direct Center Authority
- Activity 2: Record Non-Appropriated Center Authority (Center Lower Level if Required)
- Activity 3: Record Authority for Allocations by Commitment Item
- Activity 4: Transfer Pool Authority to Cost Pool Fund Center

Course Summary – 0:15 hr

Total Time – 6:00 hrs